

# ***Santa Rosa County Building Inspection Department***

## **Roofing (Residential or Commercial)** **Building Permit Application**

### **SUMMARIZED CHECK LIST FOR SUBMITTING BUILDING PLANS**

1. **BUILDING PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **PARCEL NUMBER & STREET ADDRESS.** The Parcel Number (Tax ID number) from the Property Appraiser (623-2486) and the assigned street address from the Postal Coordinator (983-5365 or 494-7416) are required.
3. **PLANS.**
  - a. All commercial roofing projects require prior approval from Plan Review.
  - b. For residential or commercial projects which will use any roofing product other than standard asphalt shingles require prior approval from Plan Review and a compliance report on the product from:
    - 1) National Evaluation Service (NES), or
    - 2) Southern Building Code Congress International (SBCCI)
  - c. Residential projects which will use standard asphalt shingles must comply with ASTM D 3462.
4. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made **and** a copy must be posted on the job site.

\*\*\*\*\*

### **NORMAL SEQUENCE OF INSPECTIONS**

1. **MISCELLANEOUS INSPECTION.** This inspection is to be conducted at the time of roof installation.
2. **FINAL INSPECTION.**

# ***Santa Rosa County Building Inspection Department***

## **Roofing (Residential or Commercial)** **Building Permit Application**

### **THIS SECTION IS FOR OFFICE USE ONLY**

Date _____	Project Number _____
Zoning Classification _____	Flood Zone _____
Approved By _____	Accepted By _____

In order to process this permit in a timely manner please complete the entire form and submit all required documentation as listed on this application. Any required plans must accompany this application and be approved by PLAN REVIEW prior to permit issuance.

#### ***Property Information:***

1. Property Owner's Name \_\_\_\_\_
2. Complete Address of Property \_\_\_\_\_
3. Fee Simple Titleholder's Name & Address \_\_\_\_\_
4. Property Parcel Number: Sec \_\_\_\_\_ Twnshp \_\_\_\_\_ Rng \_\_\_\_\_ Subdiv \_\_\_\_\_ Blk/Parcel \_\_\_\_\_ Lot \_\_\_\_\_
5. Subdivision Name \_\_\_\_\_
6. Driving Directions \_\_\_\_\_  
\_\_\_\_\_
7. Is the Property Located within the City Limits of **GULF BREEZE, MILTON, or JAY?** Yes \_\_\_\_\_ ; No \_\_\_\_\_

#### ***Project Information:***

8. Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Florida Product Approval Number \_\_\_\_\_
9. Cost of Construction \$ \_\_\_\_\_ Building Roof Pitch \_\_\_\_\_
10. Tear Off and Re-roof \_\_\_\_\_ New Roof \_\_\_\_\_ New Construction Permit Number \_\_\_\_\_
11. Number of Squares \_\_\_\_\_ Type of Roof Covering \_\_\_\_\_

**NOTE: Any Repair to Roof Decking will Require a Separate Permit**

2004 Florida Statutes, 713.135.1(a):

**"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."**

2004 Florida Statutes, 713.135.1(d)

**"In the absence of the filing of a certified copy of the recorded notice of commencement, the issuing authority shall not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery, or any other means such certified copy with the issuing authority."**

Name of Person Applying for Permit _____	Phone Number ( ) _____
Mailing Address _____	Fax Number ( ) _____
Contractor State Registration Number _____	
If You are a Contractor, Provide Your Company Name _____	

Notice of Commencement Received at the Time of Permit Issuance:

None                      Notarized Copy                      Recorded Copy

## DISCLOSURE STATEMENT

### **2004 Florida Statutes, 489.103 (7)**

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

### **2004 Florida Statutes, 713.135 (7)**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.**

**I understand all REQUIRED INSPECTIONS will be requested of the work permitted herein. Compliance will be strictly enforced. No work whatsoever will commence until the Building Permit has been issued. This permit is VOID after six (6) months from issuance unless the work which it covers has been commenced.**

---

**Owner/Agent Signature**  
(Including Contractor)

---

**Contractor Signature**

---

**Date**

---

**Date**

---

**Notary as to Contractor**

My Commission Expires: \_\_\_\_\_

---

**Notary as to Contractor**

My Commission Expires: \_\_\_\_\_